

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

PHYSICIAN ASSISTANT

DEFINITION

Provides medical services within the qualifications of the Physician Assistant, as delegated by an approved supervising physician, provided by law and approved by the Iowa Board of Physician Assistant Examiners; or provides pathology services as delegated and approved by a supervising physician; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists the physician by making patient rounds, noting patient progress; initiating, transcribing or executing standing or other orders and compiling and recording case summaries.

Recognizes and evaluates situations or conditions which call for the immediate attention of the physician; may initiate treatment procedures in emergency situations.

Conducts physical examinations and interviews patients to collect historical and physical data; records and presents data to the physician to aid in determining diagnostic or therapeutic procedures.

Assesses, diagnoses and treats medical problems as delegated by a supervising physician.

Instructs and counsels patients regarding physical and mental health matters such as nutrition, disease, therapy, and human growth and development.

Performs routine therapeutic procedures such as injections, immunizations, and the suturing and care of wounds.

Prescribes or provides medications, or orders medication for patients as delegated by a supervising physician.

Interprets, performs or assists in performing routine laboratory and related studies such as the drawing of blood samples, urinalyses, and the taking of electrocardiographic tracings.

Maintains office functions by ordering drugs and supplies, keeping records, and maintaining equipment.

Provides autopsy assistance in the external examination, the evisceration, the disposition of bodies and the collection of body fluids for analysis.

Oversees Autopsy Technicians in performance of duties.

Assists in writing, updating and maintaining autopsy protocol and procedures; labels, packages and transports specimens and evidence, maintaining the proper chain of custody; assists in compiling statistical information, recordkeeping and other office duties.

Maintains autopsy suite and protocol to prevent the spread of blood and airborne pathogens.

Assists in gathering information from hospitals, from law enforcement officials and/or from scene visits.

Orders necessary supplies and equipment for morgue, assuring an adequate inventory at all times, keeping records and maintaining equipment.

Maintains on-call status at the direction of State Medical Examiners.

Travels throughout the state of Iowa as necessary.

COMPETENCIES REQUIRED

Knowledge of preventive medicine.

Knowledge of medical care practices, procedures and resources.

Knowledge of physical and mental illness, symptoms, treatment and appropriate terminology.

Knowledge of the social and economic aspects of the health and medical services delivery system.

Knowledge of forensic pathology and forensic autopsy procedures.

Knowledge of normal versus abnormal pathology.

Ability to apply general medical procedures.

Ability to perform routine laboratory tests and related studies.

Ability to maintain and interpret medical or technical records concisely and accurately.

Ability to establish and maintain effective working relationships with staff.

Ability to relate therapeutically with clients.

Ability to work cooperatively in a team environment.

Ability to be proactive regarding events, to improve job performance, avoid problems or find/create new opportunities.

Ability to keep own emotions under control and restrain negative behaviors when provoked or when working under conditions of stress.

Ability to understand and appreciate different and opposing perspectives, to adapt own approach to changing situations and to change or easily accept changes in own organization or job requirements.

Skill in interpreting medical tests.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Registration and licensure as a Physician Assistant by the Iowa Board of Physician Assistant Examiners. (Any applicant selected for a Physician Assistant position must obtain an Iowa license to work with the supervising physician or group of physicians specified by the employing agency);

OR

for positions in the Department of Public Health: graduate from a recognized Pathology Assistant program or a licensed Physician Assistant with two years experience in pathology.

NECESSARY SPECIAL REQUIREMENTS

Registration with the Iowa Board of Pharmacy and the Drug Enforcement Administration.